

**TOWN OF SHEFFIELD  
SELECT BOARD  
WORKING SESSION  
JANUARY 20, 2022  
VIRTUAL MEETING  
2:00 PM**

Board Members Present: Rene C. Wood, Chairman  
Martin C. Mitsoff  
Robert C. Kilmer, Jr.

Others Present: Rhonda LaBombard, Town Administrator  
Jill Hughes, Assistant to Town Administrator  
Chris Wohlfert, Foreman, Highway Department  
Mark Anelli, Highway Department  
Bill Crine, Highway Department  
Steve Gonzalez, Highway Department  
Eric Munson III, Police Chief  
Lauren Nelson, Applicant  
Laurie Dell'Olio, Town Accountant

Chairman Wood called the meeting to order at 2:00 PM.

The Board met with Highway Department employees, as requested. Chris Wohlfert stated that they have been hearing rumors that Superintendent Collingwood may lose his job. Chairman Wood stated that the Board cannot discuss personnel matters. Mr. Wohlfert stated that he wanted the Board to know that he and his fellow workers support Superintendent Collingwood and that he has brought safety to the Department. The Board thanked the Highway Department employees for meeting with them. Highway Department employees left the meeting at 2:05 PM.

Administrator LaBombard stated that Chief Munson informed her that former Police Officer Michael Nourse has contacted him and has inquired if his previous position is still open and if the Chief and the Board would consider rehiring him. The Board discussed the openings at the PD and that they would be happy to have Officer Nourse back on the Department. Selectman Mitsoff moved to reinstate Michael Nourse as a full time Police Officer, with benefits to remain the same as when he resigned, seconded by Selectman Kilmer. The roll call vote was as follows:

Chairman Wood – aye

Selectman Mitsoff – aye

Selectman Kilmer – aye

Administrator LaBombard reviewed the FY23 Select Board budget. She discussed the line item changes. Administrator LaBombard stated that the contract for accounting services expires in June and she has requested a proposal. Chairman Wood asked about the salary survey. Administrator LaBombard stated that she will reach out to area towns and ask Department Heads to also reach out to their colleagues for salary information. Selectman Kilmer moved to approve the FY23 Select Board budget as presented, seconded by Selectman Mitsoff. The roll call vote was as follows:

Chairman Wood – aye

Selectman Mitsoff – aye

Selectman Kilmer – aye

Administrator LaBombard discussed the proposed change to the December 2, 2021 working meeting minutes. She stated there was a miscommunication with Chief Munson regarding the funding for an officer who is attending the Bridge Academy. Selectman Mitsoff moved to amend the sentence in the December 2, 2021 Select Board working meeting minutes stating that the officer is self-funding and change it with to Town is funding the academy, seconded by Selectman Kilmer. The roll call vote was as follows:

Chairman Wood – aye  
Selectman Mitsoff – aye  
Selectman Kilmer – aye

The Board discussed the need for a highway garage project manager. Chairman Wood stated that she has asked Tim Wildman from edm for recommendations. She stated that a draft request for quotes (RFQ) for designer selection should be ready for review by the end of January.

At 2:31 PM Chief Munson and Lauren Nelson joined the meeting.

The Board interviewed Lauren Nelson for the part-time Police Officer position.

At 2:50 PM Lauren Nelson left the meeting.

Selectman Mitsoff moved to appoint Lauren Nelson as a part-time probationary Police Officer, with a salary to be as provided in the Agreement with the Sheffield Police Officer's Association, seconded by Selectman Kilmer. The roll call vote was as follows:

Chairman Wood – aye  
Selectman Mitsoff – aye  
Selectman Kilmer – aye

The Board discussed the December 2, 2021 meeting with Chief Munson and asked the Chief to include the Board on decisions regarding funding for the bridge academy.

At 3:00 PM Chief Munson left the meeting.

At 3:00 PM Laurie Dell'Olio, Town Accountant joined the meeting.

Administrator LaBombard stated that at a previous meeting the Board discussed the use of ARPA funds. There was discussion on the ruling that towns will be allowed to take a revenue loss of up to \$10 million and the funds can be used for any governmental service. Accountant Dell'Olio stated that the Board can authorize approval for use of the funds. The funds need to be used within four years or by 2026. It was the consensus of the Board to discuss the matter further at their February 7<sup>th</sup> meeting. There was discussion on Host Community impact fees. Accountant Dell'Olio explained that the fees go into the general fund until free cash is certified and those funds can be appropriated at Town Meeting. The Board thanked Accountant Dell'Olio for her time.

At 3:21 PM Laurie Dell'Olio, Town Accountant left the meeting.

Selectman Mitsoff discussed broadband. He stated that the survey from Whip City Fiber is ready, but with Spectrum also sending out a survey he is concerned. Selectman Mitsoff suggested having a brief meeting with Whip City to discuss the Spectrum survey. He also suggested contacting Sertex who was willing to collect the data (upload and download speeds) that is needed for a cost. It was the consensus of the Board to have Selectman Mitsoff contact Sertex about the survey and to ask them for another quote. Chairman Wood will send the Spectrum survey to Selectman Mitsoff to review.

Selectman Mitsoff moved to enter Executive Session for contract negotiation strategy for non-union personnel and not to return to open session, seconded by Selectman Kilmer. The roll call vote was as follows:

Chairman Wood – aye

Selectman Mitsoff – aye  
Selectman Kilmer – aye

Executive Session began at 3:57 PM.

Chairman Wood adjourned the meeting at 4:12 PM.

Respectfully submitted:



Jill Hughes  
Assistant to Town Administrator

Documents reviewed at this meeting:

Employment Application

FY23 Select Board Budget

December 2, 2021 Select Board Working Meeting Minutes